



Curriculum Management and eLearning Department

Tel: 2124 5178 / 2598 2478 / 2598 2480
Fax: 2598 2149

Email: raymond.j.camilleri@gov.mt

LETTER CIRCULAR

Information: X

Date: 6th May 2009

Action Required: X

Ref: CMeLD 129/2009

To: All Heads of School (State and Non-State) and Sections

From: Director, Curriculum Management and eLearning

Subject: Courses in eLearning

This circular is also available at : http://education.gov.mt/edu/letter_circulars/letter_circulars.asp

Apply for the following courses online at: <http://courses.skola.edu.mt/>

Heads of School are kindly requested to bring the contents of this circular and the enclosed sheets to the attention of all teaching staff.

Applications are to reach the eLearning Centre by **not later than noon of Friday 12th June 2009.**

Raymond J. Camilleri
Director CMeLD

As part of its plan to develop eLearning and in line with the eLearning Strategy, the Curriculum Management and eLearning Department will be offering a number of courses for Educators only.

- Venue:** eLearning Centre and selected schools.
Starting Date: Week starting Monday 27th July 2009 (depending on number of applicants)
Time: 3 hour sessions mornings or afternoons
Participants: All Teaching and School Management Grades in State and Non-State Schools.

Starting dates, time and course duration may be subject to changes

Those interested in attending the following courses are kindly requested to:

- a) Apply using the form found at: <http://courses.skola.edu.mt/apply-now/>¹

OR

- b) Fill in a copy of the attached application form and

1. fax it to number 25982306

OR

2. post it to: Ms Christine Cachia Enriquez
eLearning Centre
Curriculum Management and eLearning Department
Directorate for Quality and Standards in Education
Great Siege Road
Floriana VLT2000

Course availability may depend on the number of applications – at least eight (8) participants per course. You may try to form up groups or gather as many participants as possible to ensure course availability.

If you do not receive the course time table by **Friday 26th June 2009**, please do not hesitate to contact Ms Cachia Enriquez on 25982167.

¹ (Type the above web address in the address bar and click on APPLY NOW. Thoroughly check that the data you have submitted is correct and click on the Submit button to send your form)

Malta Courses Only

Course Code	WIN
Title	Computer Awareness for Complete Beginners
Description	This course is intended for complete beginners. The course will focus on basic hardware, the Windows XP Operating System and related software. Participants will be shown how to organise their files and folders for easy retrieval when managing their work.
Requirements	No computer knowledge
Duration	6 sessions of 3 hours each

Course Code	INT
Title	Using the Internet Effectively in the Classroom Context
Description	This course covers most aspects of the internet. Teachers will learn the basic knowledge and features about the internet such as: defining a browser; discovering temporary internet files and browsing the web in general. Participants are shown how to register for an email account (such as gmail). Then, they learn how to send emails, delete emails and send attachments among other things. Teachers learn how to use the “bluecoat” filtering website in schools. The best out of YouTube is discussed and they learn how to view and download videos to be used offline. Teachers learn how to create blogs + wikis and understand the basic features and differences of each, so that there is an appropriate use in the classroom either by the teacher or by his/her students.
Requirements	Knowledge of Windows XP
Duration	6 sessions of 3 hours each

Course Code	WRD
Title	Creating Classroom Resources using MS Word
Description	Would you like to learn how to write professional letters and handouts complete with coloured text and graphics? Come to learn MS Word and become computer literate! The Microsoft Word application will be used to create handouts (comprehensions, matching), flashcards and other printable resources for the classroom.
Requirements	No computer knowledge
Duration	5 sessions of 3 hours each

Course Code	PPT
Title	Microsoft PowerPoint in the Classroom
Description	PowerPoint is a high-powered multimedia software tool used to present information and to create interactive games for individual study within the classroom context. PowerPoint presentations are very useful resources used as learning aids during lessons, to exhibit students’ work during school events and parents' meetings and to discuss issues during teachers' seminars. During the course you will be creating presentations featuring text, graphics/animated graphics, charts, sound effects, background music, videos, transitions and animations. You will also be creating presentations which can be used for individual student study. These will include navigation buttons to enable students to browse selected sections in the presentation and access hyperlinks to websites and to other files created using different software packages. This enables students to gain further information on the topic topics. You will also be creating quizzes featuring multiple choice activities.
Requirements	Knowledge of Windows XP and MS Word
Duration	7 sessions of 3 hours each

Course Code	USW
Title	Maintaining School Websites (new web hosting package)
Description	This year, the CMELD will be offering a new web hosting package for colleges, Education Officers, and schools. The package includes the web hosting space, a content management system (CMS) and the development and design of the website. The school, college or EO will then be responsible for updating and maintaining their website. This is a basic course intended for those who will be in charge for updating and managing their school/college/centre websites.
Requirements	Basic knowledge of the Windows Operating System and file handling, plus a basic knowledge of Microsoft Word
Duration	4 sessions of 3 hours each

Malta Courses Only

Course Code	CRP
Title	Creating Resource Packs for State Schools: Year 1 – 7
Description	<p>This course is aimed at Primary school teachers who want to create learning resources which feature extensive use of ICT. During this course teachers will be creating lesson packages which fully integrate Information and Communications Technology within classroom practice. These will include the following:</p> <ul style="list-style-type: none"> • Presentations using Ms PowerPoint • Slideshows created using KidPix Deluxe • Flashcards, handouts, worksheets, charts, booklets and card games created using Print Shop 11 • Onscreen Activities created using KidPix Deluxe and Primary Writer • Topic websites which can be created by pupils using Print Shop 11
Requirements	Basic Knowledge of Windows
Duration	7 sessions of 3 hours each

Course Code	TWN
Title	eTwinning: Online collaborative projects
Description	The main aim of this course is of helping teachers and students to collaborate with European teachers using innovative methodologies. The course will cover the eTwinning Portal, working with digital still images and digital videos, digital animations, presentations, authoring software and audio and video conferencing.
Requirements	Basic knowledge of the Windows XP, Computer Awareness
Duration	8 sessions of 3 hours each

Course Code	ProD
Title	ProDesktop
Description	ProDesktop is a 3D Computer Aided Design program made specifically for secondary level students. This course is intended mainly for Design and Technology Teachers but Technical Design Teachers are also welcome. Teachers who successfully complete the course shall be licensed to teach students and will be given a copy of the software for school and home use.
Requirements	Knowledge of Windows XP and Microsoft Office
Duration	20 sessions of 3 hours each

Course Code	STP
Title	Using new simple technologies in the Primary classroom
Description	This course will help teachers to learn about new simple technologies that can be used in the classroom, as a tool to enhance teaching and learning. Along the course teachers will have the opportunity themselves for hands on activities. Some of the topics to be covered are; Creating presentations using flickr, Wordle Text Tool, & sketchcast. How to use and make wikis, All about u tube and downloading from it, how to make better searches from the Internet together with a list of useful websites to use during English lessons targeting vocabulary, Spelling and writing.
Requirements	Basic Computer Knowledge
Duration	6 sessions of 3 hours each

Course Code	PSH
Title	Photoshop basics
Description	Beginning with a Photoshop environment overview, we go through the basic graphic files and various ways of selecting. Touching on colours will bring us to drawing and painting techniques. We start to edit images while working with layers channels and masks, adding special effects and layer styles. Creating artwork for the web will bring us to animations and producing a gallery of the pictures we have worked on. Finally typography is explained and added to images in different styles.
Requirements	Good knowledge of Windows
Duration	6 sessions of 3 hours each

Malta Courses Only

Course Code	LMT
Title	Secondary Schools Multimedia Resource Packs using Illuminatus
Description	The course exposes the participants to the concepts and to the development of educational multi-media courseware production at Primary and Secondary School level so as to encourage teachers to make practical use of their laptops in class. Participants will be able to understand the implications of producing educational material for their specific subject and integrating it within the current curriculum using a multi-media authoring package. The course will help the participants to develop an educational multi-media pack consisting of lessons plans, presentation and worksheets in an interactive and constructivist approach using Illuminatus 4.5 .
Requirements	Must be proficient in the use of Windows XP and Office
Duration	5 sessions of 3 hours each

Course Code	TCH
Title	Solving simple Technical PC problems
Description	Have you ever found problems on how to install and configure a printer or a scanner? Do you know how to upgrade your RAM or update your operating system? Are you aware how you could protect your computer from virus threats and Internet related threats? This course will adopt a practical hands-on approach on these frequent problems found in your PC. The objectives are to help course attendees to solve hardware and software problems in no time! The course participants will become familiar with all internal parts of the computer, build a computer and thereafter install an operating system and related software. The course will also have a look at common troubleshooting everyday computing annoyances.
Requirements	Must be proficient in the use of Windows 98/XP and Office Applications
Duration	6 sessions of 3 hours each

Course Code	CWS
Title	Creating a Website using SharePoint Designer (FrontPage)
Description	The course is a beginners and intermediate course in website design. The course will start off with some basic HTML coding. It will also include sessions on the creation of blogs and podcasting.
Requirements	Applicants need to be computer literate (preferably with ECDL qualification). Applicants need to bring their laptops with them.
Duration	16 sessions of 3 hours each

Course Code	JVP
Title	Java
Description	Participants will be using Java, an Object-Oriented Programming (OOP) language that uses 'objects' and their interactions to design applications and computer programs. One characteristic of Java is portability, which means that computer programs written in the Java language must run similarly on any supported hardware/operating-system platform.
Requirements	Applicants must have basic computing knowledge that includes programming concepts.
Duration	8 sessions of 3 hours each

Course Code	AM3
Title	ECDL Word Processor Advanced Level
Description	With the ECDL Advanced Word Processing certification, Candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time. At the end of the course candidates will be able to: <ul style="list-style-type: none"> • Create and manage large, complex word processing projects • Illustrate sophisticated typographical, formatting and layout presentations, including tables, forms and graphics • Use tools such as macros • Carry out more advanced mail merge operations • Work effectively on large collaborative projects
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each

Malta Courses Only

Course Code	AM4
Title	ECDL Spreadsheets Advanced Level
Description	<p>The ECDL Advanced Spreadsheets certification presents Candidates with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Produce higher quality information • Pinpoint key information quicker and more easily • Provide more sharply-defined analysis • Produce more sophisticated reports • Use advanced editing, data handling, functions and analysis features • Use macros within the spreadsheets application
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each

Course Code	AM5
Title	ECDL Databases Advanced Level
Description	<p>Anybody who works with databases on a regular basis already knows just how useful they can be for managing and analysing large quantities of information. Thanks to database applications we can structure and manage large amounts of data and manipulate it to extract valuable information.</p> <p>But did you know that most database applications have advanced features that allow one to carry out more complex functions that can further enhance the quality of one's work and save time – if one has the skills to use them!</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Produce better reports with deeper data analysis • Produce higher quality management information • Use advanced features in table, query, form and report design • Use macros within the database application • Import, export and link data
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each

Course Code	AM6
Title	ECDL Presentation Advanced Level
Description	<p>The ECDL Advanced Presentation certification is a vital tool for Candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area. At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Plan and design more effective presentations with more impact • Use advanced features to customise layout and shows • Use and manipulate pictures, images and drawn objects, charts/graphs in presentations • Add sophisticated multimedia elements to presentations • Use the powerful relating tools to link information to other applications
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each

Participants who obtain the four ECDL Advanced Certificates will qualify for the ECDL EXPERT certificate.

Gozo Courses Only

Course Code	GZCPS
Title	Creating Presentations and Storybooks
Description	This course covers the basic features of Powerpoint, Photostory and Audacity. The participants will be able to use Audacity to create and edit sound clips to be used in Powerpoint and Photostory presentations. We will also see how to harvest resources from the internet, particularly powerpoints, and how to modify them.
Requirements	No computer knowledge required.
Duration	7 sessions of 3 hours each

Course Code	GZUSW
Title	Maintaining School Websites (new web hosting package)
Description	This year, the CMeLD will be offering a new web hosting package for colleges, Education Officers, and schools. The package includes the web hosting space, a content management system (CMS) and the development and design of the website. The school, college or EO will then be responsible for updating and maintaining their website. This is a basic course intended for those who will be in charge for updating and managing their school/college/centre websites.
Requirements	Basic knowledge of the Windows Operating System and file handling, plus a basic knowledge of Microsoft Word
Duration	4 sessions of 3 hours each



eLearning Courses for Teachers

Courses being applied for*:

Course 1 Code: (from Circular)

Course 2 Code: (from Circular)

**Due to organisational restrictions, we might not always be able to accommodate you according to your preference*

I.D. Card Number :

Title (Mr, Ms) :

Name :

Surname :

Age last birthday:

Teaching Grade :

(Regular Teacher, Instructor...etc)

Home Address:

Home Telephone Number:

Mobile Number:

email Address*:

**Please supply an address which you use regularly.*

School Name

College

School Level:

Primary

Secondary

Post-Secondary

Special School

School Type:

(Please tick as appropriate)

State

Church

Independent

School's Telephone Number:

Applicant's Signature:

Date :

Head's Signature :

(Include School's stamp)